

Department: U. S. Census Bureau
Agency: Bureau of the Census
Job Announcement Number: BOLCO-2152-13

[Overview](#)

Administrative Assistant Ponce, Puerto Rico

Salary Range: 24440 to 24440 USD Per Year
\$11.75 per hour

Series & Grade: AD-0000-0/0

Open Period: 11/21/2008 to 12/26/2008

Position Information: This position is covered by the Mixed Tour employment program.
This is a one year Schedule A time-limited appointment with a possible extension not to exceed September 30, 2010.

Duty Location: 1 vacancy - Ponce area, PR

Who May Be Considered:

Applications will be accepted from all United States citizens.

Job Summary:

This is job bulletin BOLCO-2153-13.

Incumbent provides general administrative and clerical support for management team.

Payment of relocation expenses IS NOT authorized.

This bulletin will remain open for a minimum of 10 days or until sufficient applications are received.

[Duties](#)

Major Duties:

- Maintain Local Census Office (LCO) Manager's calendar and schedule appointments and meetings
- Provide secretarial and clerical support to the office
- Handle timekeeping for the management staff's payroll
- Control the LCO visitor log and access to LCO space
- Receive and route incoming correspondence and other materials
- Review outgoing correspondence and materials for accuracy and conformance with policy
- Control documents requiring action and follow up to ensure that such deadlines are met
- Prepare reports as required
- Make travel arrangements

Qualifications and Evaluation

Qualifications:

Submit a complete application.

Pass a 30 minute, multiple choice, basic skills test.

Pass a background check.

You must be a U.S. citizen to qualify for this position.

How You Will Be Evaluated:

You will be evaluated based upon the score you achieve on the written test required for this position. Please review the "How to Apply" instructions for information about registering for the examination.

Benefits and Other Information

Benefits:

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV> You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Other Information:

If you are not currently a Census Bureau employee you will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for federal employment and to authorize a background investigation. Download the OF-306 by [clicking here](#), complete sections 1 through 16 and bring the form with you when called for an interview. You will be required to sign and certify the accuracy of all the information in your application (section 17) AT THE TIME OF INTERVIEW. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

How to Apply

How to Apply:

Step 1. Schedule a Test. Call our national toll free number 1-866-861-2010, or call the Puerto Rico Area Office Recruiting Department directly at 787-705-8220, to sign up for a testing session near you.

Step 2. Compile Your Application Packet. Applicants must submit a resume with cover letter, or submit the Optional Application for Federal Employment (OF-612). List your work duties and accomplishments relating to the job for which you are applying. Bring your application packet to the test.

The following information is needed to evaluate your qualifications and determine if you meet legal

requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number and position title.
- Full name, mailing address with zip code, day and evening phone numbers with area codes.
- Social Security Number
- Country of Citizenship (This Federal job requires U.S. Citizenship.)
- Highest Federal civilian grade held (if applicable)
- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veterans Preference, and the latest copy of their DD-214, Certificate of Release or Discharge from Active Duty. If the applicant is unable to provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will only receive the 5 point preference until the documentation for the 10 point preference is received.
- Highest education level achieved. Specify the name of educational institution, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U. S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, and telephone numbers, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/current licenses, and honors, awards and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Step 3. Take the Test:

Bring the following with you to the testing session:

1. The application packet

Two forms of Identification. (For example, US Passport, Driver's License, Social Security Card, Birth Certificate.) Photocopies will NOT be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (787) 705-8220.

Application Deadline

Your complete application package must be received in the Puerto Rico Area Office by the closing date of the bulletin. Applications received after this date will not be considered.

Payment of relocation expenses IS NOT authorized.

Contact Information:

For further information about this vacancy you may call the national toll free number at (866) 861-2010, or call or write directly:

United States Census Bureau

Puerto Rico Area Office

City View Plaza II

Recruiting

#48 Carr. 165 Suite 3000

One Beacon Street 7th Floor

Guaynabo, Puerto Rico 00968-8000

Phone: 787-705-8220

Conditions of Appointment

This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.

Candidates are required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation.

Candidates are required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

Public law requires all new appointees to present proof of identity and employment eligibility

FAIR LABOR STANDARDS ACT (FLSA): The incumbent will be exempt from the minimum pay and overtime provisions of the Fair Labor Standards Act (as amended by PL-93-259) based on the presence of duties that are identified with exemption criteria.

Veterans

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that

might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 787-705-8220

Legal and Regulatory Guidance

Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AND AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

NOTE: Use of any Government agency envelopes to file a job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX

machines will not be accepted.

Contact Information:

Recruiting
Phone: 787-705-8220
Fax: 787-705-8257

Or Write:
U. S. Census Bureau
Puerto Rico Area Office
City View Plaza II 48 Carr 165 Suite 3000
Guaynabo PR 00968-8000
US

What to Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

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